How to Electronically File the Annual Utility Report on Work Performed by Minority, Women, Veteran-Owned and Small Business Enterprises

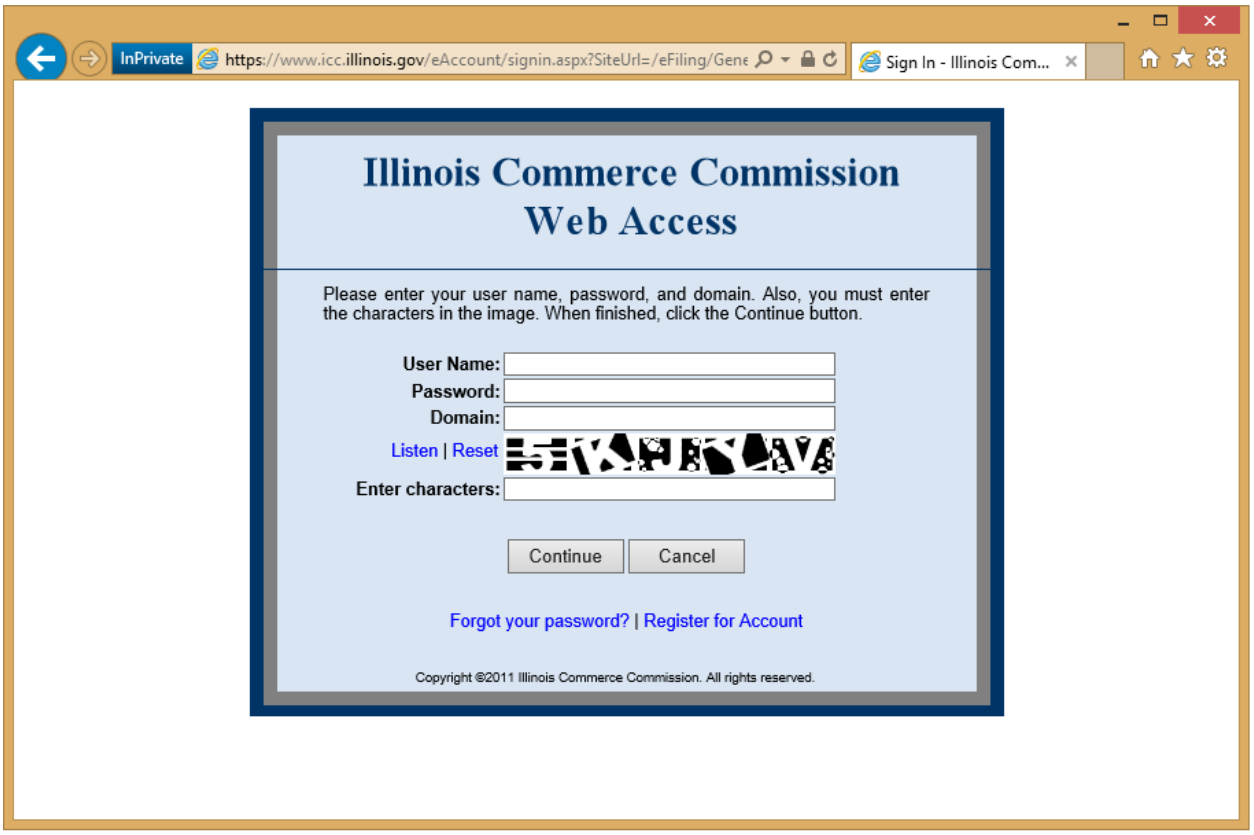
The Illinois Commerce Commission has implemented an electronic filing system for accepting documents. The Annual Utility Report on Work Performed by Minority, Women, Veteran-Owned and Small Business Enterprises is accepted using this system.

The URL for the website is the following: http://www.icc.illinois.gov/filings/mwvs

Notice on the right side the two links: Instructions and Electronic Filing. Instructions is a link to this document. Electronic Filing is a link to the filing website.

Sign-on Page.

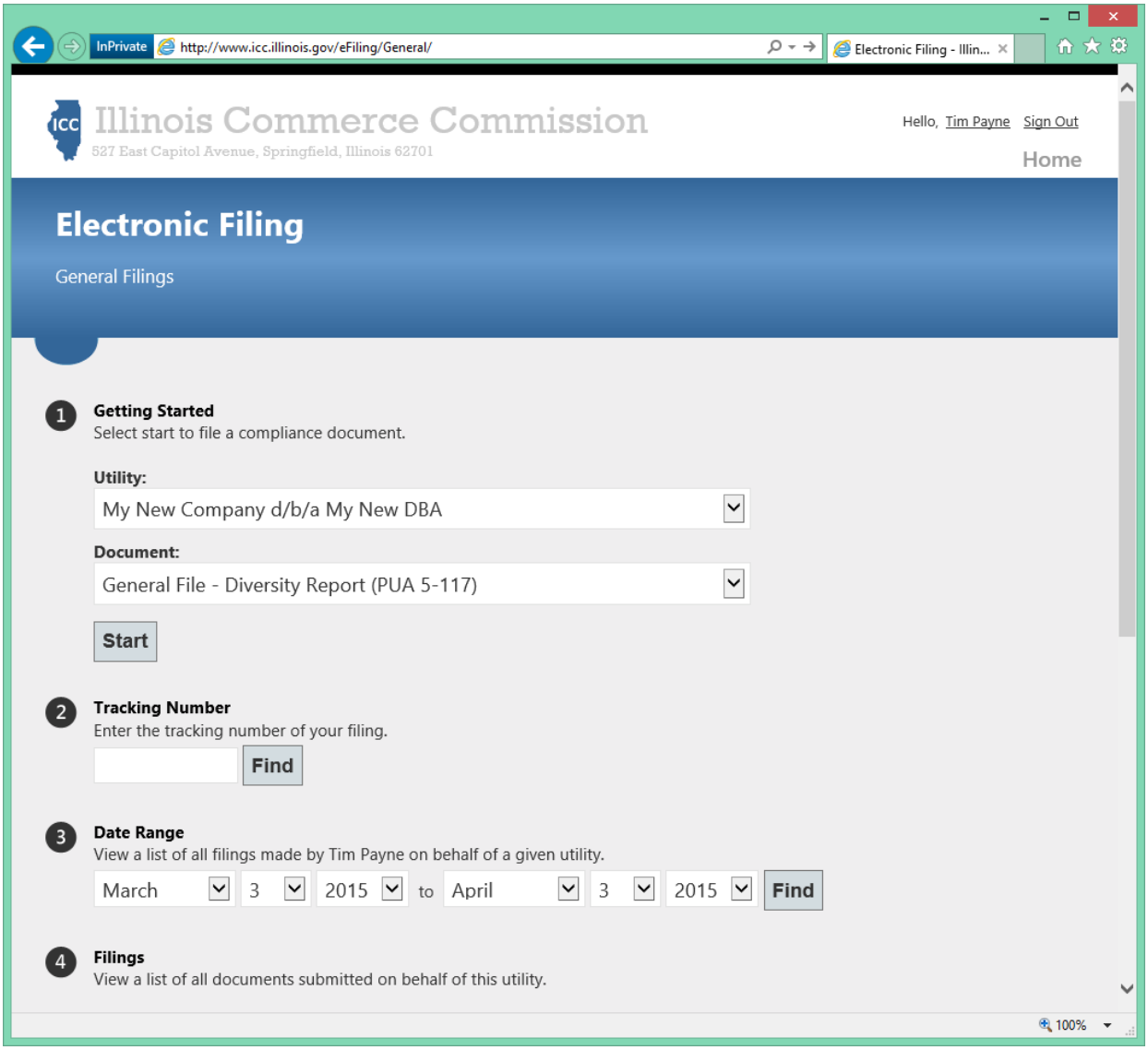
To file on-line, you must enter a user name, password, and domain in the appropriate fields. If you do not have an account, please visit the ICC Web Site and complete the External User Account Request Form http://www.icc.illinois.gov/forms and submit is to the ICC Help Desk. The ICC Help Desk may be reached at 217-782-9230.



Welcome Page

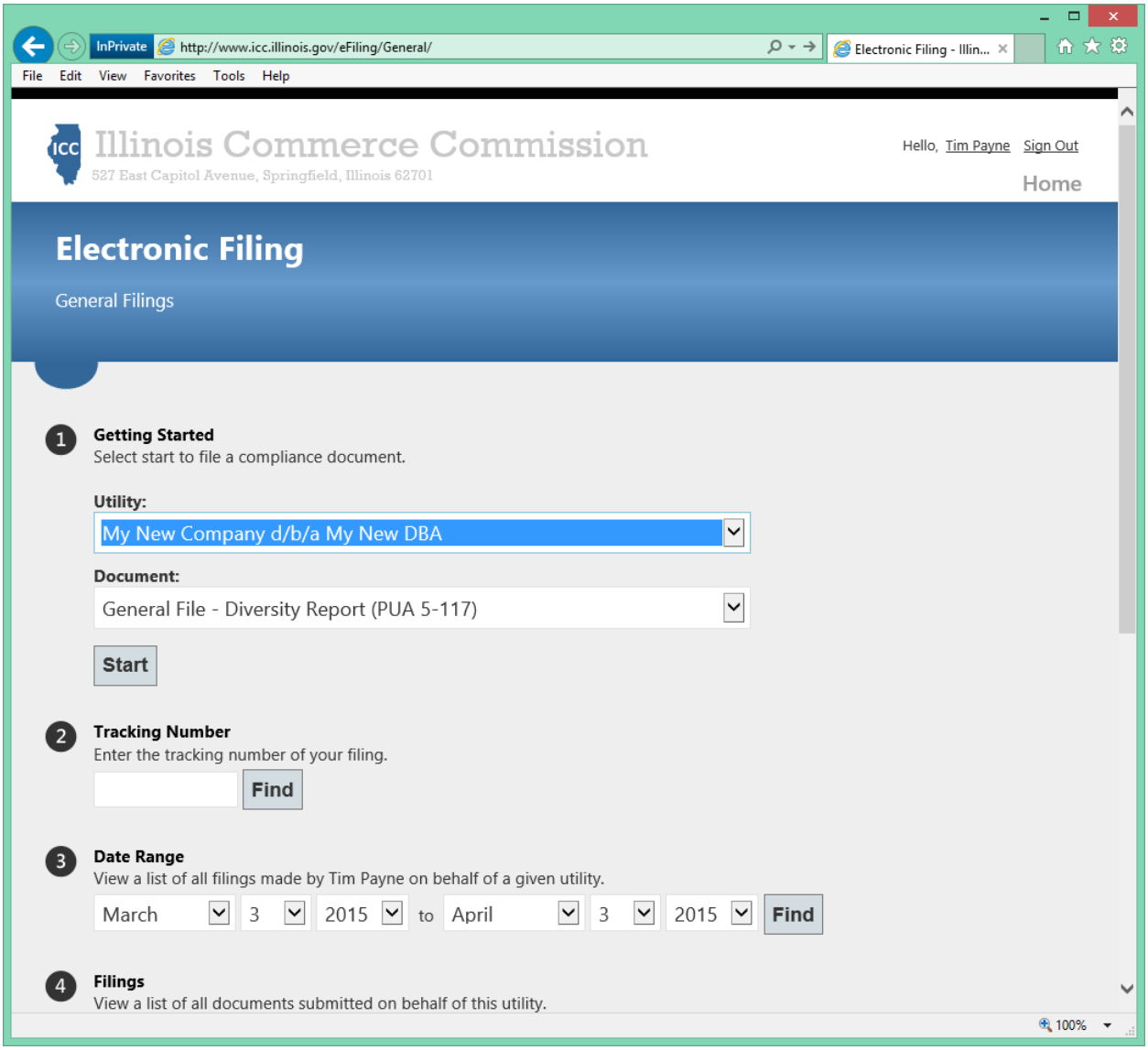
After a successful sign-on, the Welcome page is displayed. On the Welcome page, you may:

1. Start an electronic filing.
2. Enter a tracking number to search for a filing.
3. View a list of all filings made by a filer on behalf of a given utility.
4. View a list of all documents submitted on behalf of this utility.
5. View a list of all individuals who may submit certain documents type for a given utility.



Step 1: Select a utility from the list

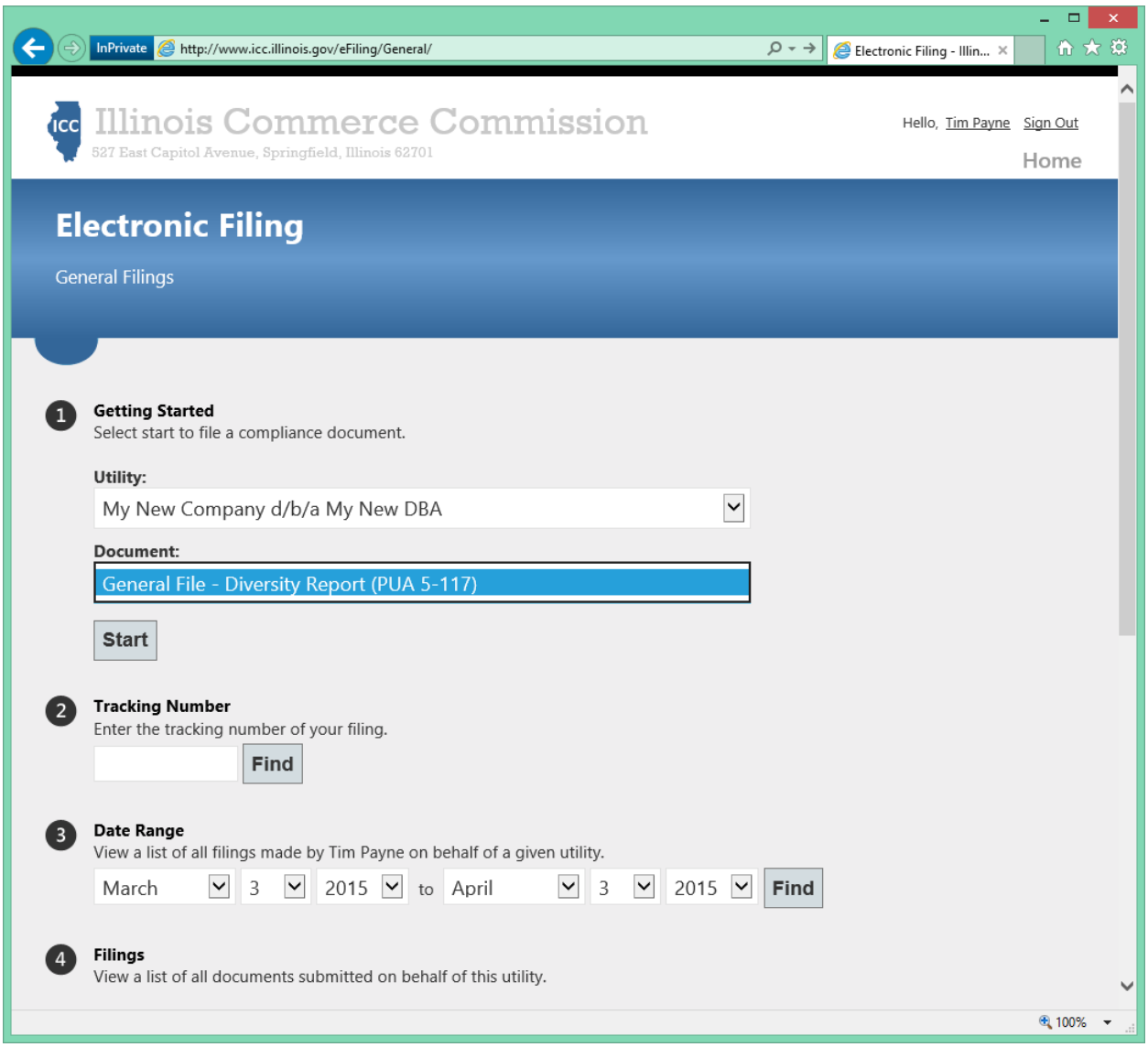
The next step is to select the utility. To perform a filing for a utility, you must be authorized. The utility list shows all utilities under which you may file. If the utility list is empty, please contact the ICC Help Desk at 217-782-9230 so the issue can be investigated and corrected.



Step 3: Select a document from the list

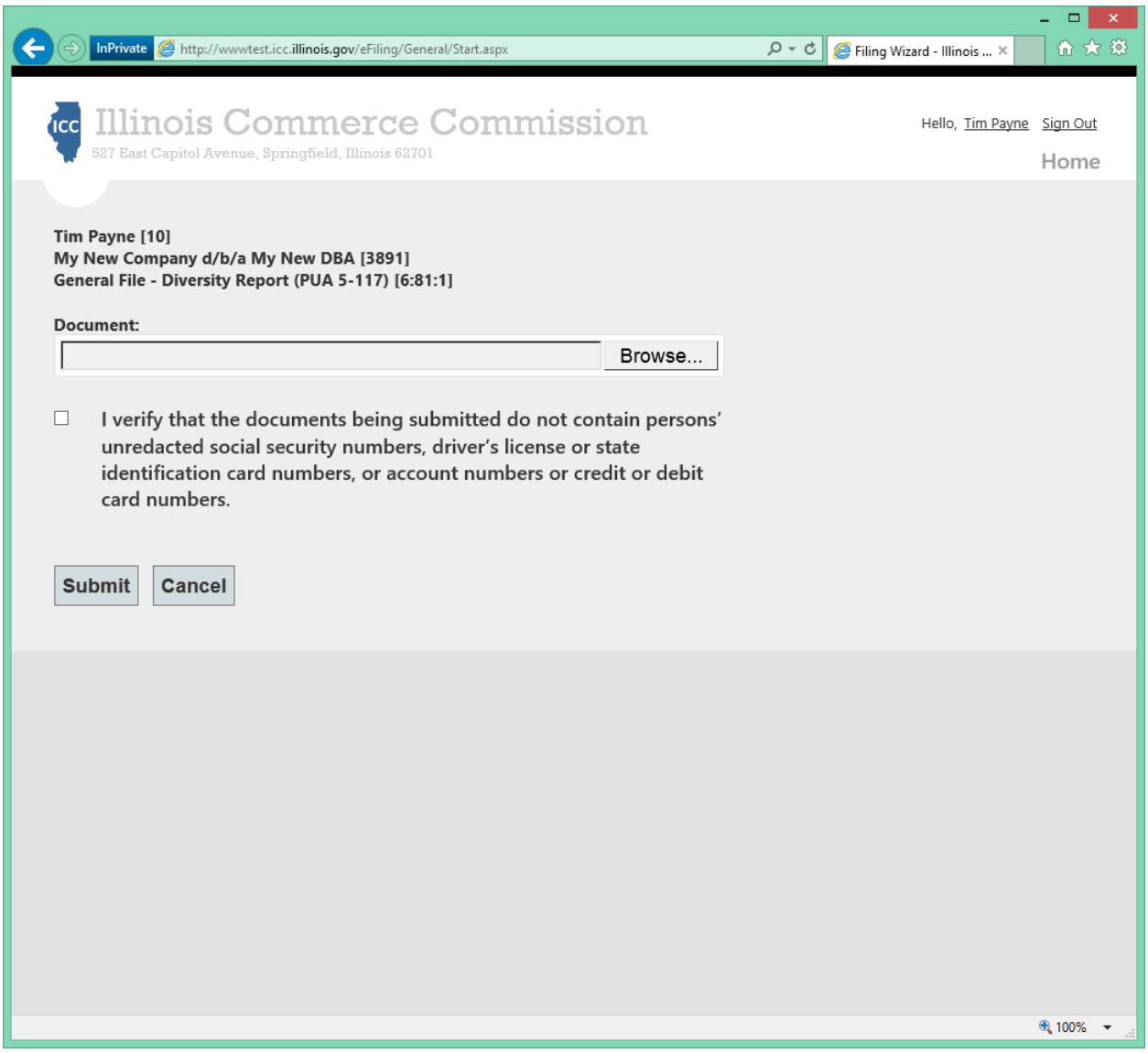
The next step is to select a document type. To select a document, you must be authorized. The document type list will show all document types to which you may file for this utility. If the document type list is empty or incorrect, please contact the ICC Help Desk at 217-782-9230 so the issue can be investigated and corrected.

After a utility and document are selected, click the Start button to proceed to the filing wizard.



Step 4: Select a file for upload

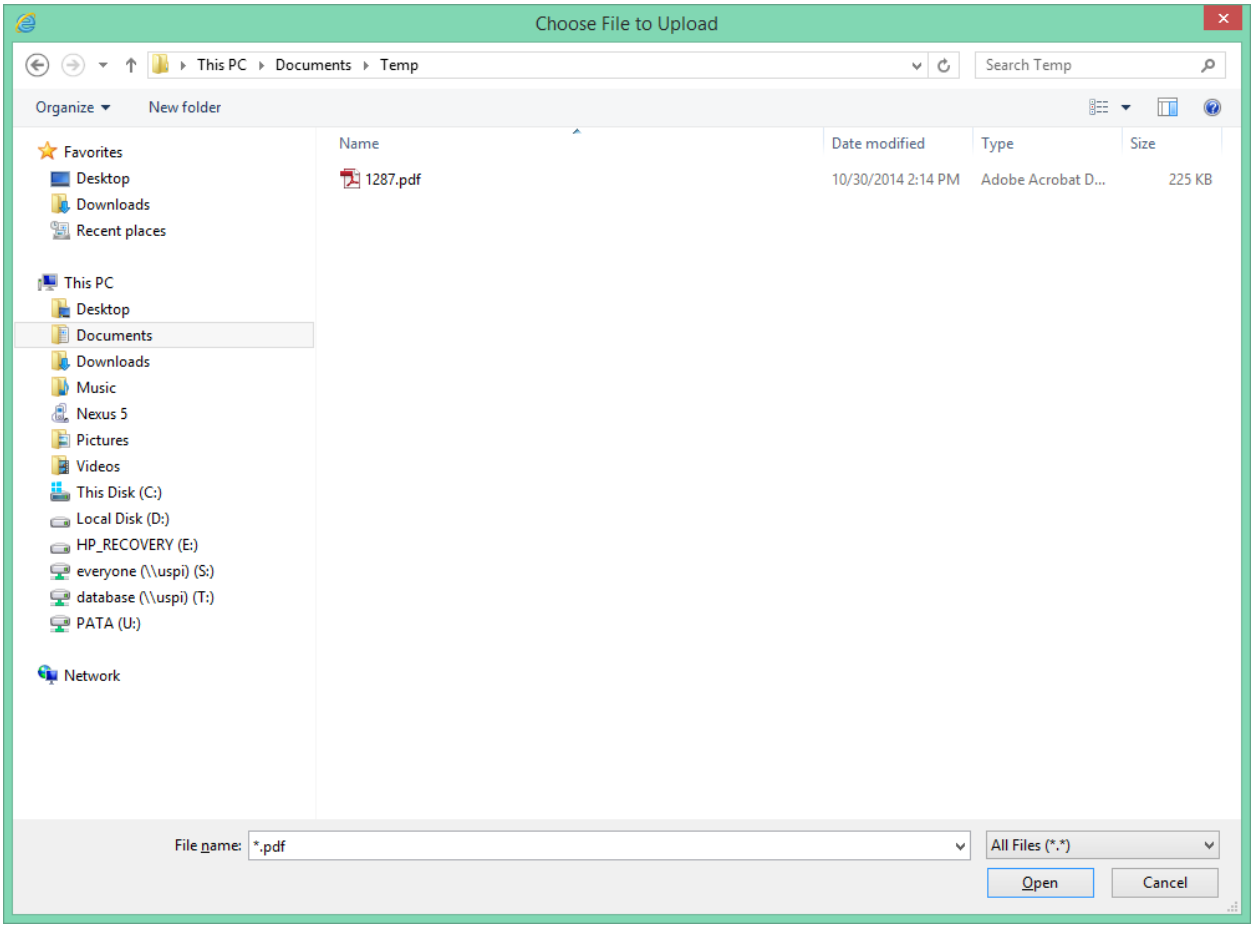
The next step is to select a file. To select a document, click the browse button. A dialog box will appear. Navigate to the file on your computer and click it.



Please Note: Only Adobe Portable Document Format (PDF) may be uploaded.

Step 5: Choose a file to upload dialog box

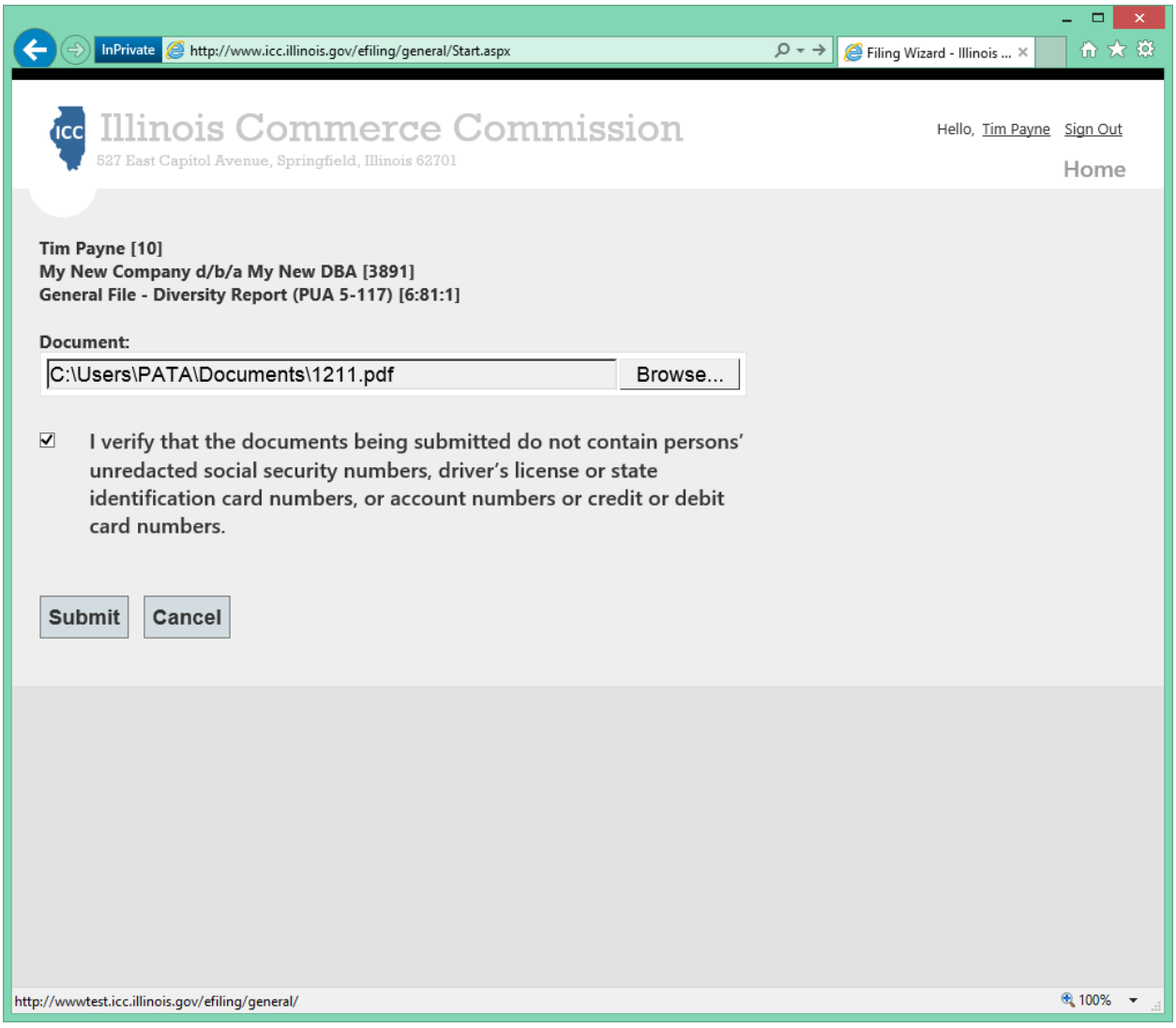
From the dialog box, choose the file to upload.



Please Note: Only Adobe Portable Document Format (PDF) may be uploaded.

Step 6: Check private information

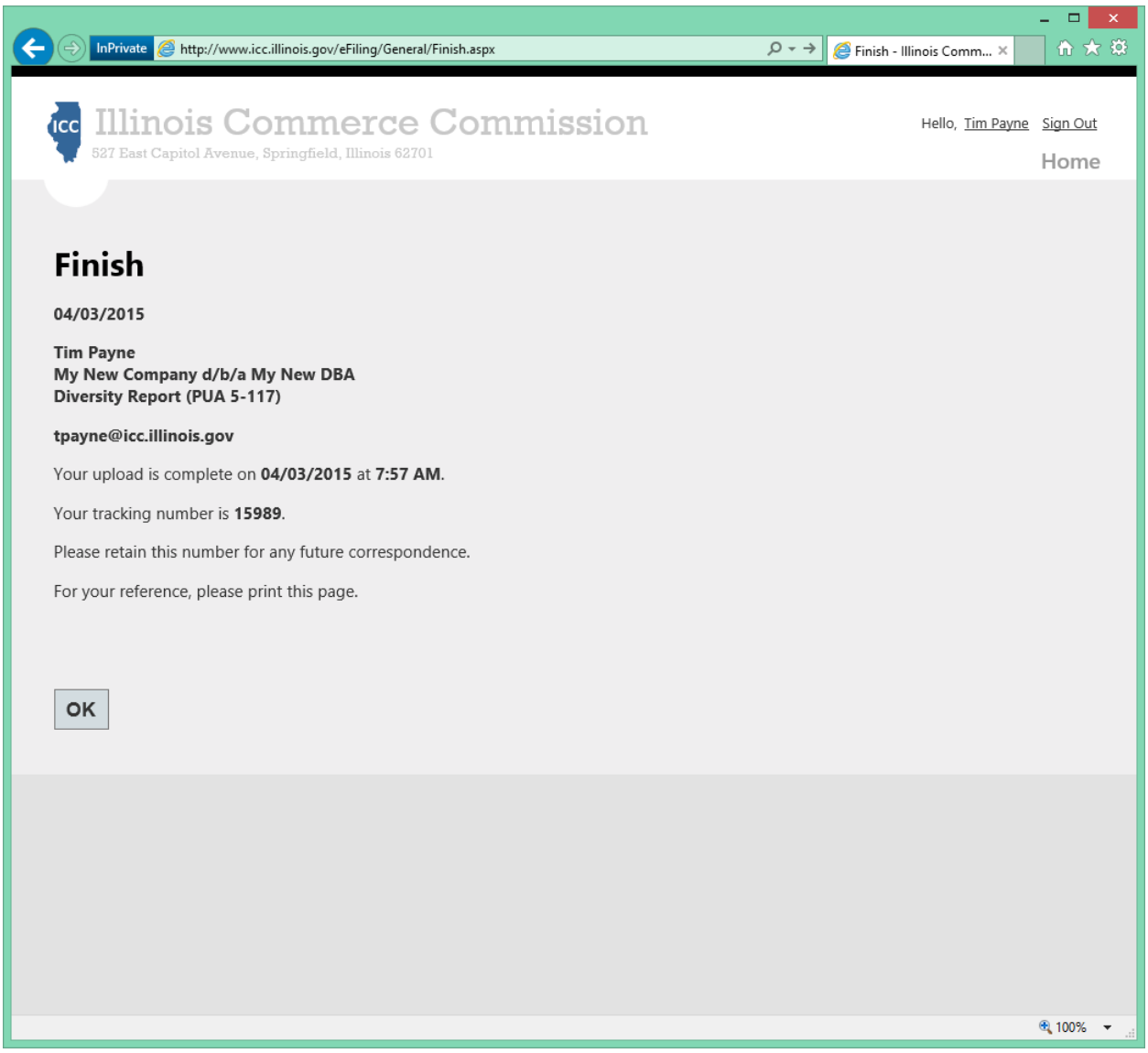
Once selected, the document field shows the local path for the document. To complete the filing, check the box next to the private information disclaimer, and enter the text at the bottom of the screen. To proceed, click the submit button to upload the document. The cancel button will end the upload and return to the welcome page.



Please Note: Only Adobe Portable Document Format (PDF) may be uploaded.

Step 7: Finished

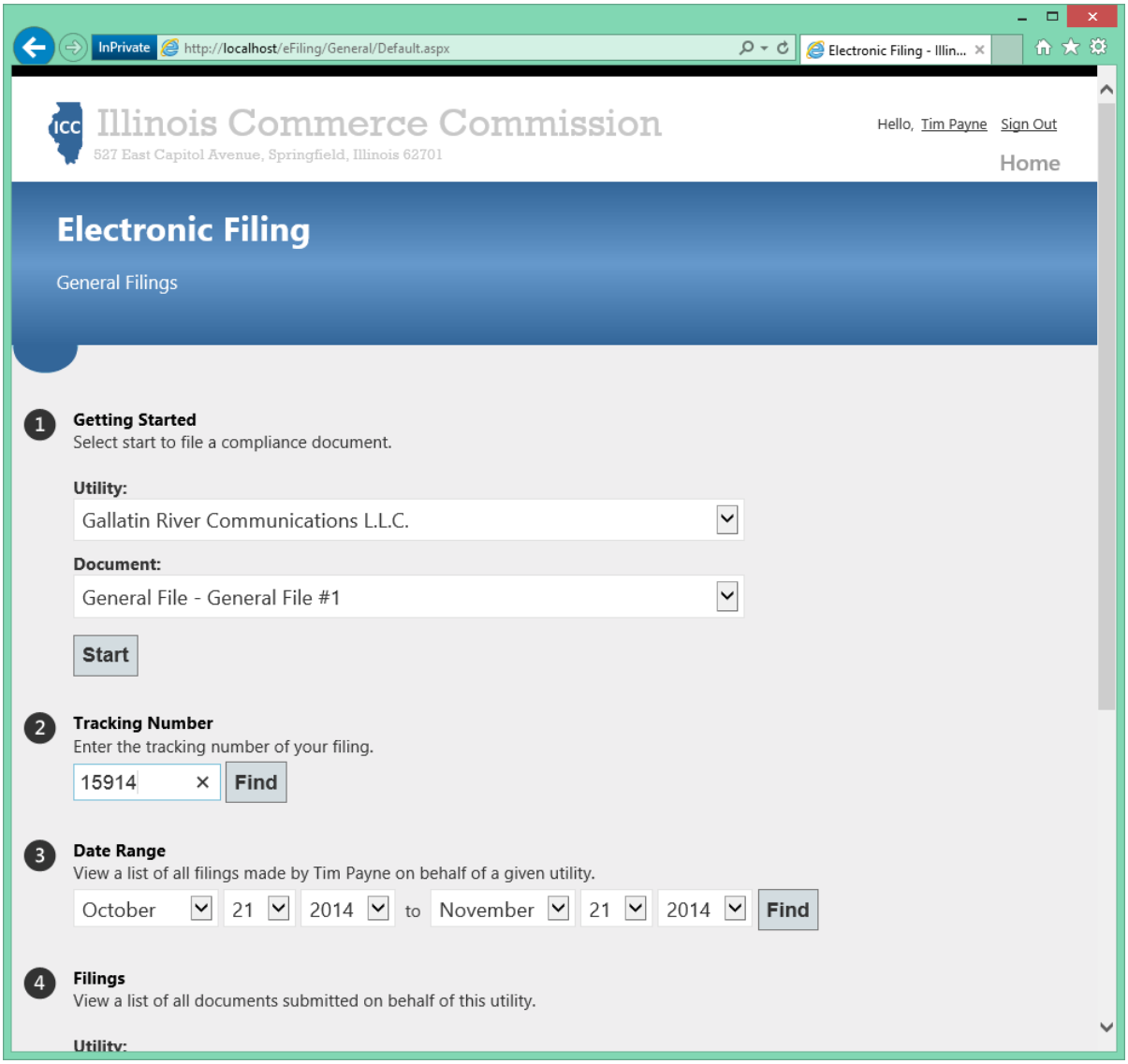
When the upload is complete, the finish pge appears. Please print this page for your records. You may need the tracking number for any inquires related to this filing.



How to Find a Filing Using a Tracking Number

Step 1: Enter a Tracking Number

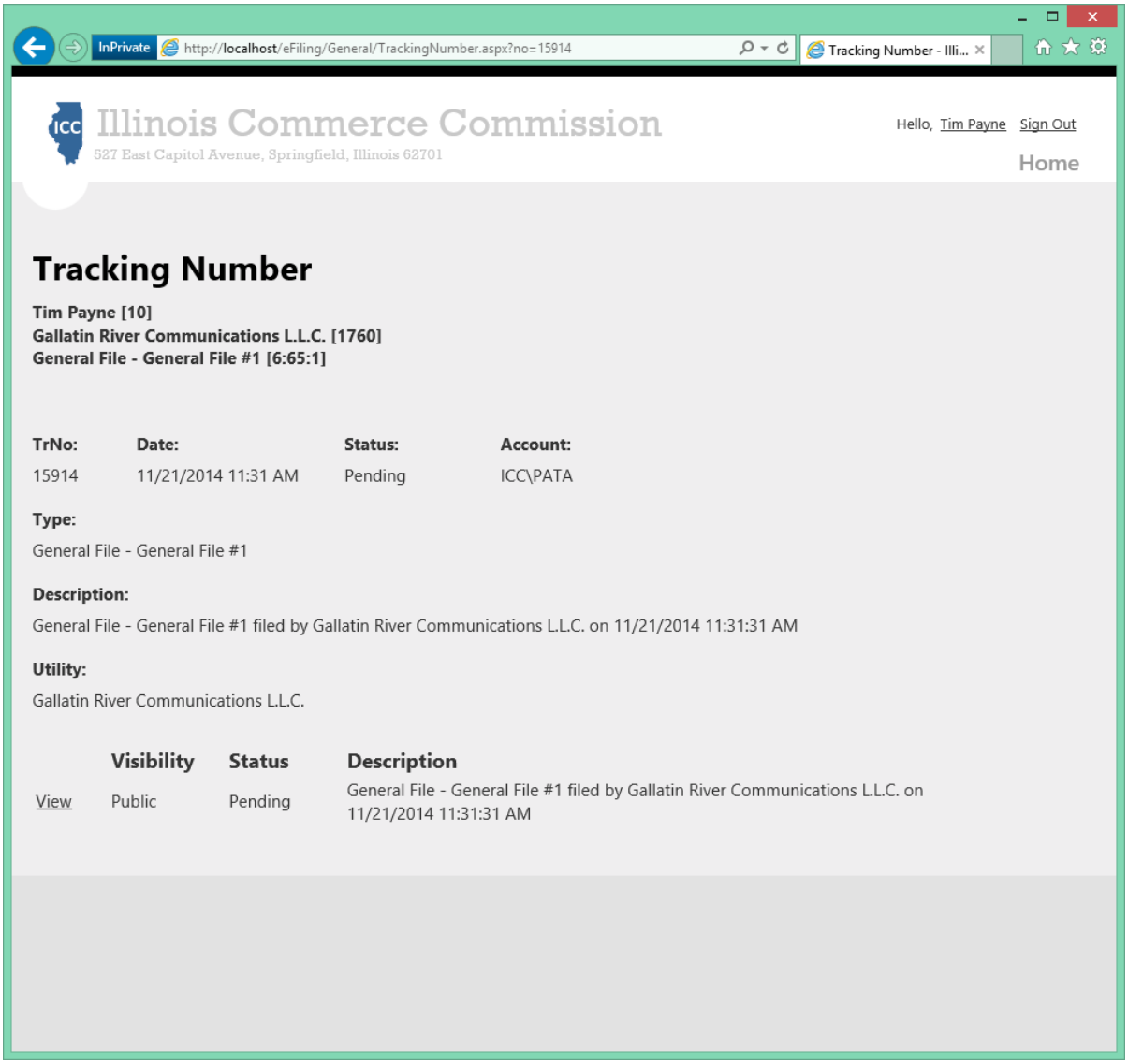
Enter the track number of the filing in the text box. Click the Find button to submit the request.



How to Find a Filing Using a Tracking Number

Step 2: View the Filing

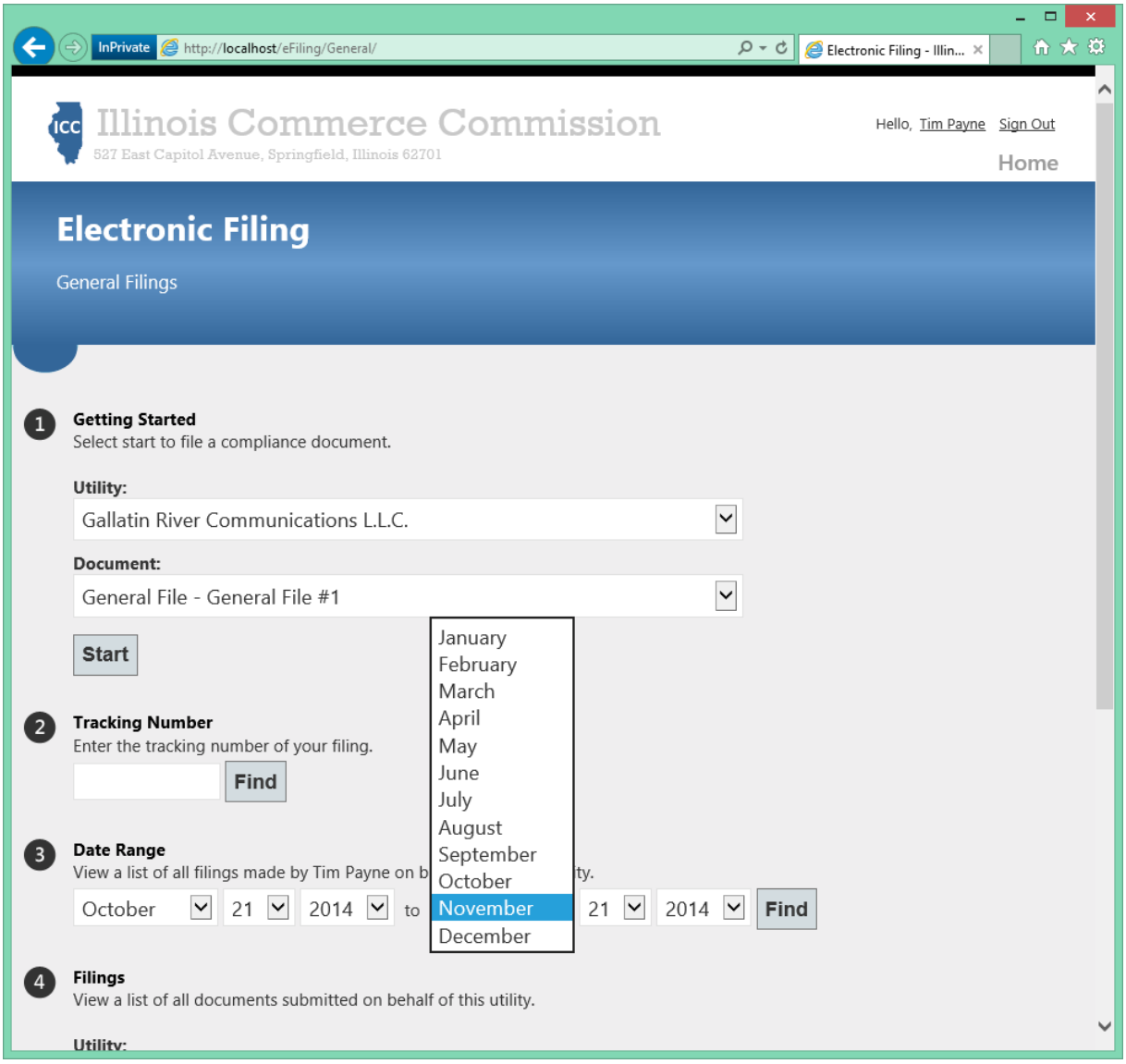
On the tracking number page, all information related to this filing is available.



How to Find a Filing Using a Date Range

Step 1: Find a Filing Using a Date Range

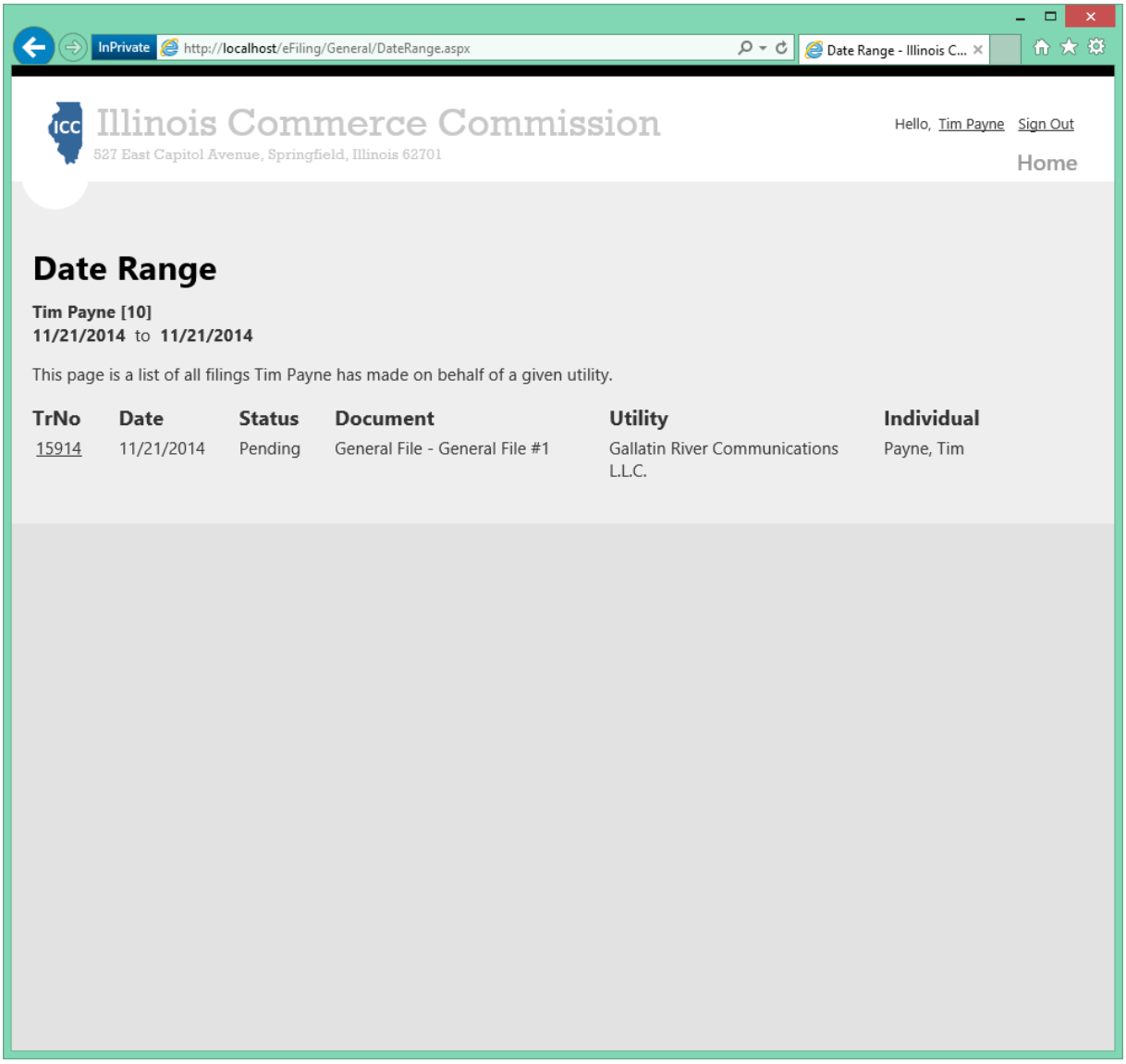
Select the date range of the filing using the date drop-down lists. Click the Find button to submit the request.



How to Find a Filing Using a Date Range

Step 2: Date Range Report

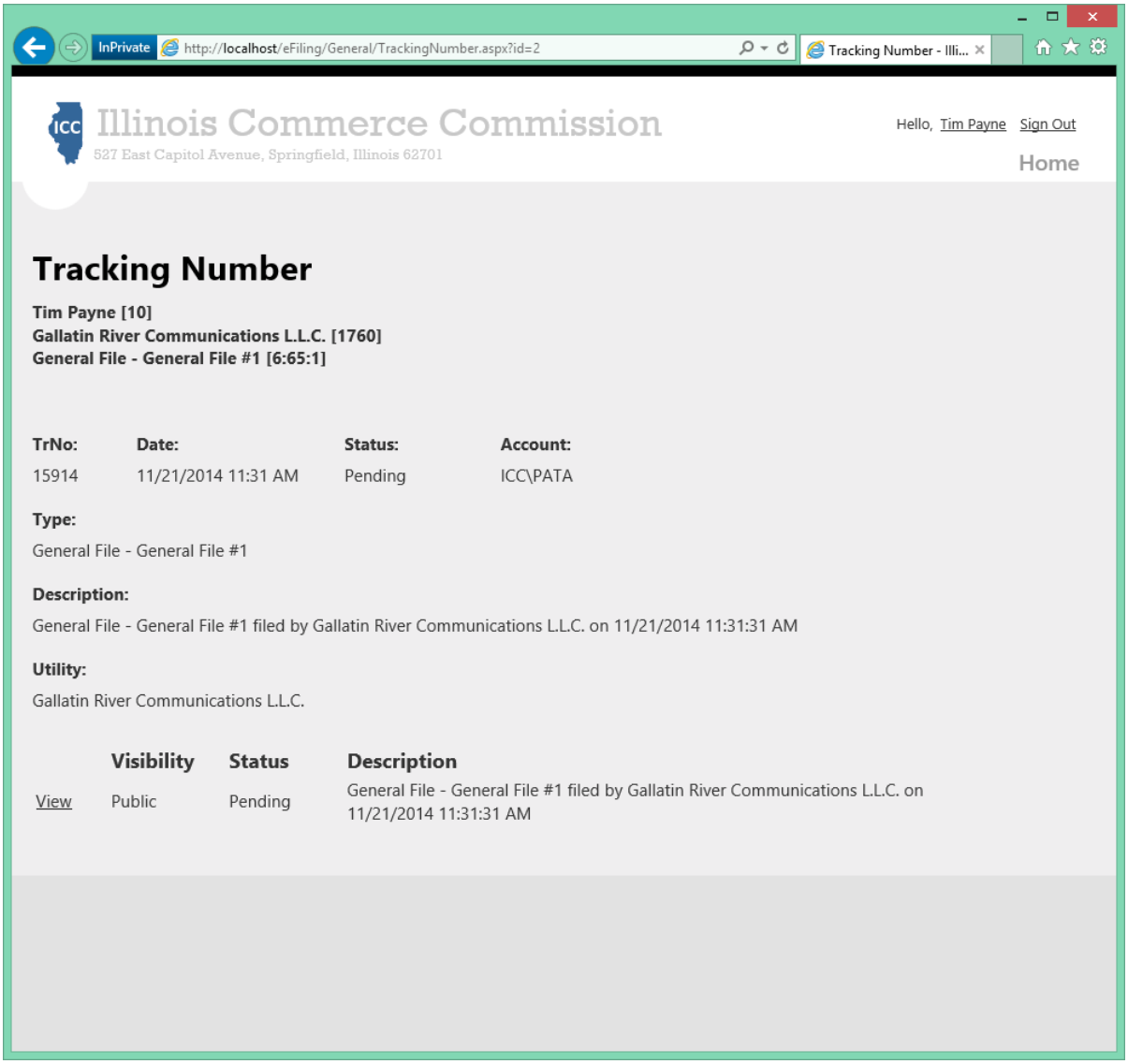
A list of all filings submitted in the given date range is displayed. Click the tracking number of the filing that you want to view.



How to Find a Filing Using a Date Range

Step 3: View the Filing

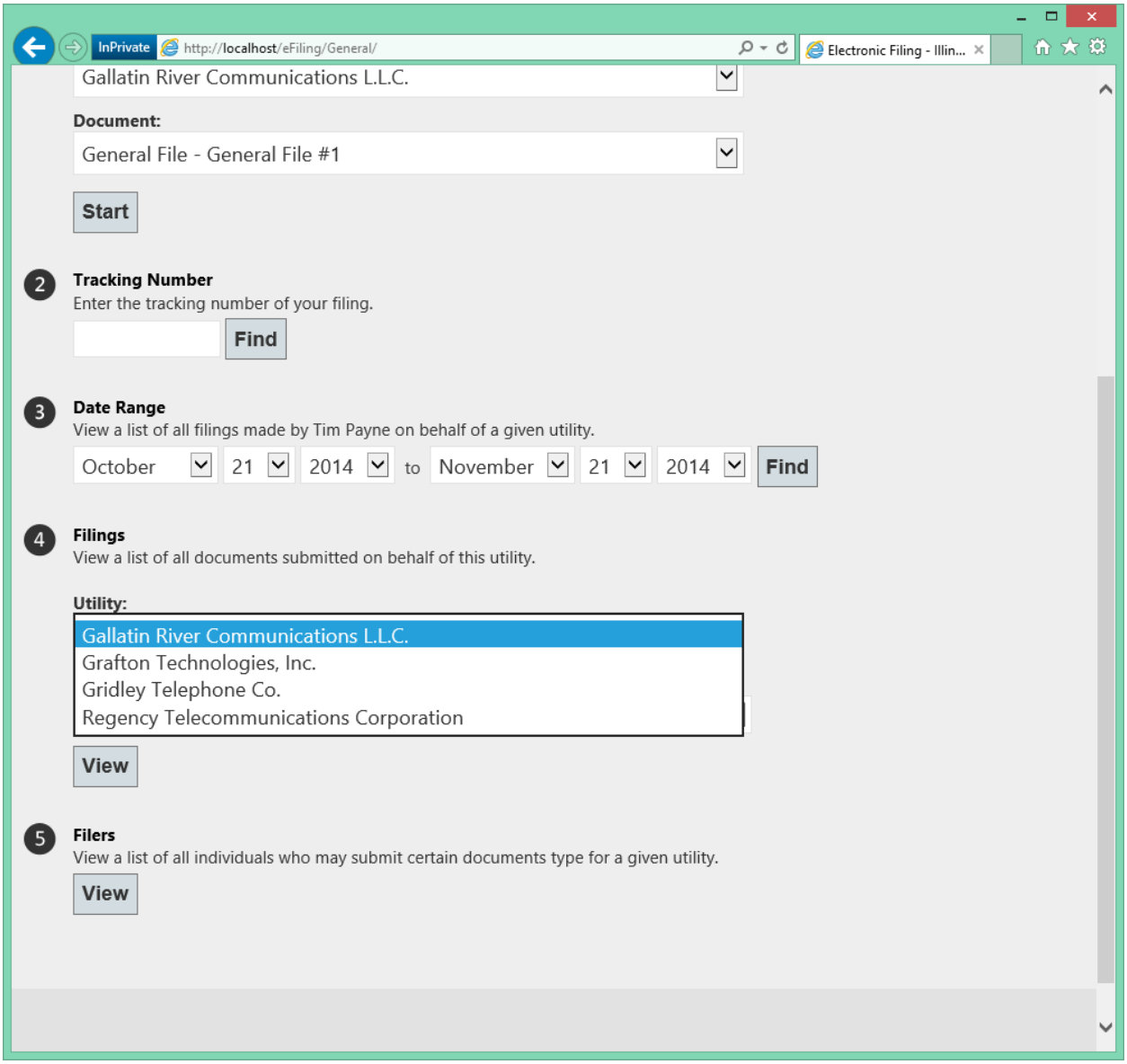
On the tracking number page, all information related to this filing is available.



How to view a list of documents submitted on behalf of this utility

Step 1: View a list of documents submitted on behalf of this utility

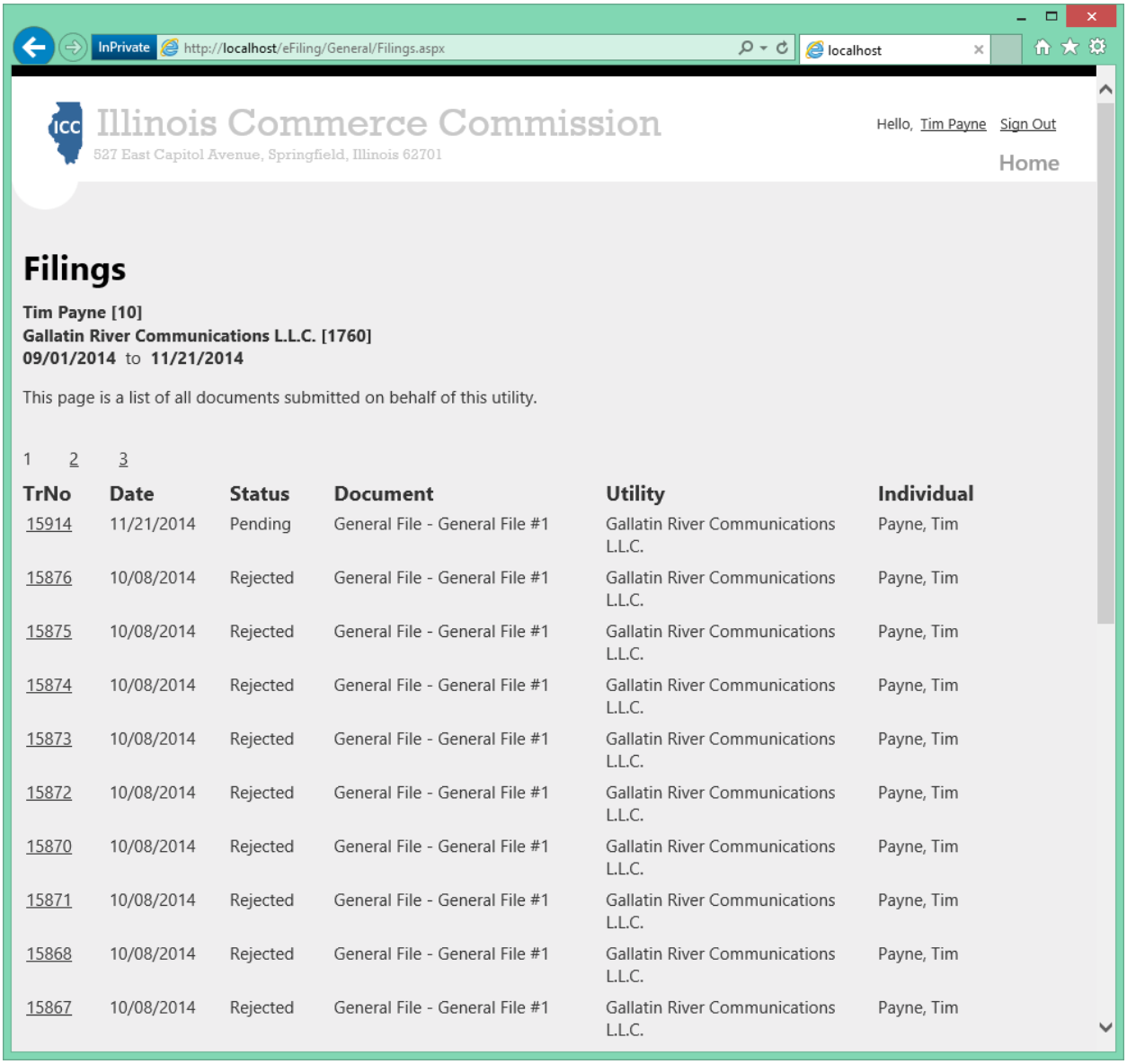
Under the Filings headings, select a utility. To view the documents submitted on behalf of this company, click the view button.



How to view a list of documents submitted on behalf of this utility

Step 2: Filings Report

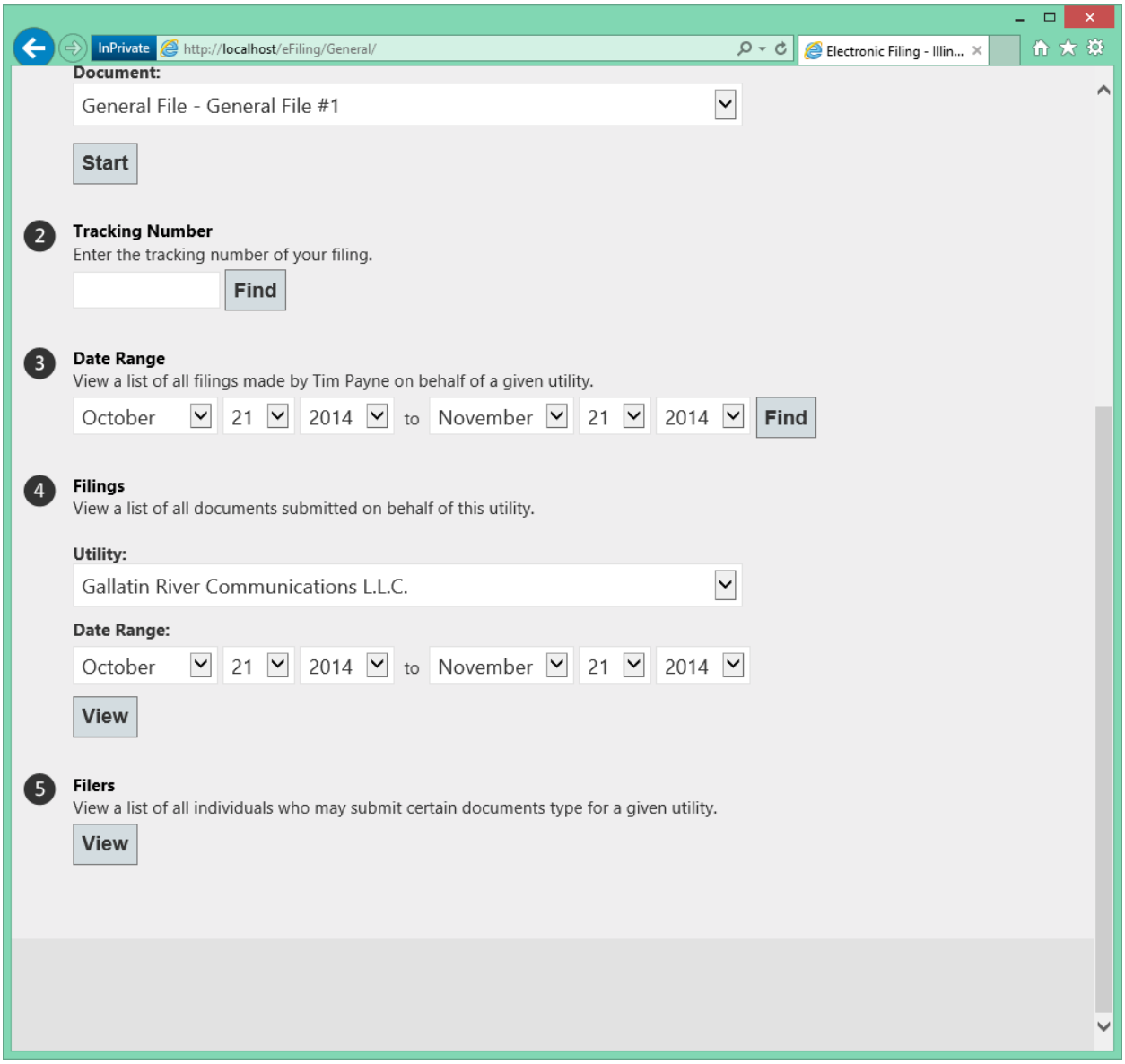
Click the tracking number of the filing that you want to view.



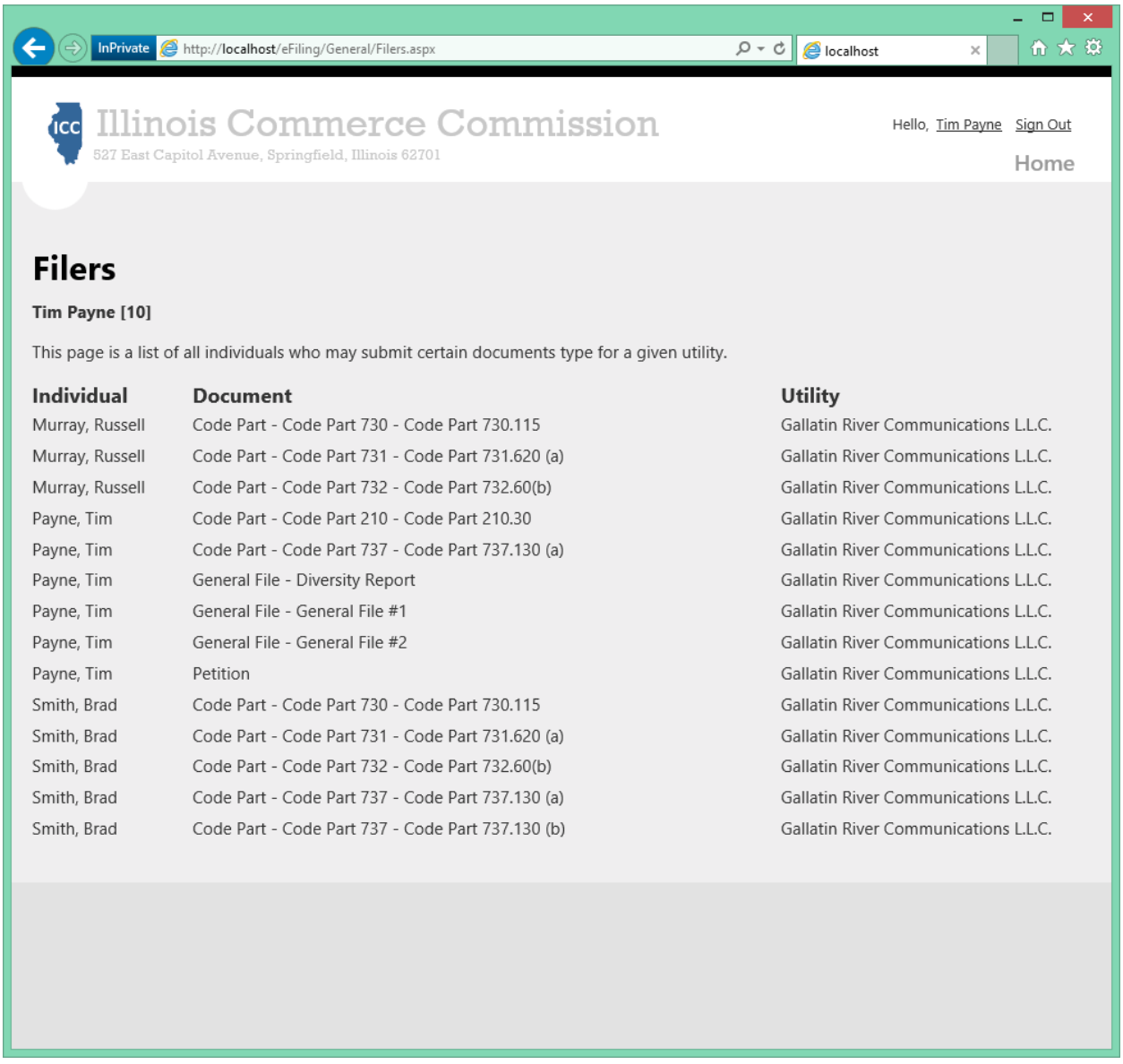
View a list of all individuals who may submit certain documents type for a given utility

Step 1: List of individuals who may submit documents for a given utility

Click the view button to see the report.



View a list of all individuals who may submit certain documents type for a given utility

Step 1: Filers Report

A list of all filers by document for a given utility.